



Environmental Charter Schools

ECS Board Meeting

Date and Time

Monday September 25, 2017 at 5:00 PM

Location

16315 Grevillea Avenue, Lawndale, CA 90260 / Call-In Location: 1224 10th Street Hermosa Beach, CA 90254, 840 14th Street, San Diego, CA 92101, 1919 Connecticut Ave NW Washington, DC 20009 / Zoom Call-In #: Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/954308490> Or Telephone: Dial +1 408 638 0968 - Meeting ID: 954 308 490

ECS Board Members

Term and End Date

Mr. Ken Deemer, President.....	3 years June 30, 2019
Mr. Anthony Jowid, Vice President.....	2 years June 30, 2019
Ms. Jenni Owen.....	3 years June 30, 2019
Ms. Denise Berger, Secretary.....	3 years June 30, 2020
Ms. Farnaz Golshani-Flechner.....	3 years June 30, 2018
Ms. Cathy Creasia.....	3 years June 30, 1920
Lawndale Elementary School District Representative.....	Rotating Position

ECS Staff

- Ms. Alison Diaz, Executive Director & Founder
- Ms. Kami Cotler, Director of Strategic Initiative
- Ms. Tracy Bondi, Director of Finance and Operations
- Ms. Danielle Kelsick, Director of Curriculum and Instruction
- Mr. Jeremiah David, Special Projects and Operations Manager
- Mr. Robert Gloria, Principal at ECMS - Gardena
- Ms. Beth Bernstein, Principal at ECMS - Inglewood
- Ms. KC Villoria, Principal at ECHS

Mission

To create and deliver vibrant, innovative, interdisciplinary learning opportunities using the environment to engage students and connect them to the wider world.

Vision

Our vision is that students are equipped with the knowledge and skills to graduate from college, inspired to discover their own sense of purpose and empowered to become quality stewards of their own communities.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board’s presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting ECS at 812 West 165th Place, Gardena, CA 90247; telephone (310) 214-3400; fax (310) 214-3410.

FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact ECS at 812 West 165th Place, Gardena, CA 90247; telephone (310) 214-3400; fax (310) 214-3410.

Agenda

Purpose Presenter Duration

I. Opening Items

A. Record Attendance and Guests		Alison Diaz/Dani	1
Introduce Guests			
B. Call the Meeting to Order		Ken Deemer	1
C. Approve the Agenda	Vote	Ken Deemer	1
D. Approve Previous Meeting Minutes	Approve Minutes	Ken Deemer	1

- ECS Board Meeting Minutes on August 21, 2017

II. Presentations from the Floor

A. Presentation from the Floor on Non Agenda Items	FYI		3
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At this time any person wishing to speak to any item not on the agenda will be granted three minutes to make a presentation to the Board. Non-English speakers utilizing translators will be granted six minutes to make a presentation to the committee.

B. PRESENTATIONS ON AGENDA ITEMS	FYI		5
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Any person wishing to speak to any item on the agenda will be granted five minutes to make a presentation. Non-English speakers utilizing translators will be granted ten minutes to make a presentation to the committee.

III. Reports/Presentations

A. Executive Director Update	FYI	Alison Diaz	5
Home Office Updates Cross Pollination Theme - Cups Ed Trust Conference			

B. Green Ambassadors Update	FYI	Sammy & Tashanda	20
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Sammy Lyon will provide a brief update regarding the GA Professional Development Program.
Tashanda will provide an update as it applies to ECMS Inglewood generally!

IV. StudySession

A. Academic Excellence Committee Update	Discuss	Danielle Kelsick & Kami Cotler & Principals	30
B. Financial Update	FYI	Dorothy Lee and Tracy Bondi	30

1. Year to date updates
2. Approved Revised Budgets with the following included:
 - **Approve ECHS to purchase two Vans** to transport kids to offsite curricular programs as recommended by finance committee about \$40K
 - **Approve Revised Financial Policies as approved by the finance committee and as recommended by LACOE.**
 - **Approve Retirement of the ECMSG Networking Equipment and ECHS Computers** per our financial policies and the recommendation of the finance committee.
 - Approve purchase of Technology Purchasing List for ECHS as recommended by Finance Committee About 96K.

Additionally the committee considered the following:

- **Approve Allocation of Landers \$50K Individual Donations** to ECMS Inglewood as approved by Finance Committee
- **Approve Investment and Stock Acceptance Policy and to Open a Brokerage Account**

V. CommitteeReports

A. Facilities Committee	FYI	John Kim/ Alison Diaz	5
B. Development Committee	FYI	Julie Vo/ Denise Berger	10
C. Governance Committee	FYI	Ken Deemer	5

Anthony's Why.
Committee update.
Add Link to Development Dashboard.

17-18 Goals

Board member pipeline progress:

- Zena Fong
- LESD seat
- Other candidates

On-boarding of newest candidates

D. Diversity and Equity Committee	FYI	Danielle Kelsick	5
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Convert Taskforce to Committee
 Committee attends Ed Trust Conference in San Diego Friday Sept 13.
 Jenni Taylor joins us.

E. Academic Excellence Committee	FYI	none	
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See Study Session

F. Finance Committee Update	FYI	none	
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See Study Session.

VI. Consent Agenda

A. Approve Consent Agenda Items	Vote	Alison Diaz	5
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1. **Accept Minutes** from each of the committees. **(Minutes are attached in the committee reports section.)**
 1. Development Committee Meeting Minutes on September 12, 2017
 2. Governance Committee Meeting Minutes on September 13, 2017
 3. Finance Committee Meeting Minutes on September 22, 2017 (committee minutes will be uploaded on Friday)
2. **ECS Committees**
 1. Approve converting name of Equity and Diversity Taskforce to Equity and Diversity Committee
 2. Reapprove the 2017-18 ECS Board committees, members, terms and meeting dates.
3. **Approve August Check Register for all schools. Approve Revised Financial Policies as approved by the finance committee and as recommended by LACOE.**
4. **Approve Retirement of the ECMSG Networking Equipment and ECHS Computers** per our financial policies and the recommendation of the finance committee.
5. **Approve ECHS to purchase two Vans** to transport kids to offsite curricular programs as recommended by finance committee.
6. **Approve ECHS to purchase technology hardware** estimated to cost approximately \$96k
7. **Approve Revised ECS Financial Policies** pursuant to LACOE request and Financial Committee recommendation. LESD was provided a copy of the proposed revised policies more than 14 days in advance of approval.
8. **Approve Allocation of Landers \$50K Individual Donations** ECMS Inglewood as approved by Finance Committee
9. **Approve Zena Fong as a board member for a one year term beginning September 25, 2017 until June 30, 2017** recommended by governance committee. See bio and recommendations here.
10. **Approve Contract Renewals**
 1. Alli Takido Independent Contract for renewal at \$35/hour not to exceed 100 per month

VII. Action Items

A. Approve Contract with Strategic Alliance.	Vote	Alison Diaz	5
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Due to recent transitions in our HR Team, ECS is seeking the support of experts to complete a review of our practices and make recommendation for strategic improvements.

Strategic Alliance website is linked [here](#). Proposed Contract is attached [here](#). The company received several Charter recommendations.

1. Compliance Audit: Review policies and procedures and make appropriate recommendations.
2. Provide Credential Support

After the initial review, Strategic Alliance will work with the executive director to identify specific an HR Strategic Plan with a prioritized set of goals to move us forward.

Cost: \$2700 per month

Out Clause: 30 day Notice

Finance Committee Recommended Approval.

B. Approve Project Management Consulting Services Agreement with Urban Design Center	Vote	Alison Diaz	5
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Contract Purpose:

Alison and Alayna are recommending the approval of the consulting contract with [Urban Design Center](#) to oversee the landscape redesign of the Gardena's campus so to meet the guidelines of the Prop K contract with the City of Los Angeles. A summary of the Prop K Contract with the city is linked [here](#).

Finance Committee: Recommended Approval

Consulting Fee:

Phase I: \$14,500 (prior contract)

Phase II: \$6,355 (revised additional amount due to delays and additional support required)

Total Cost: not to exceed \$20,855

Fee: 3.08% of project cost

Prop K project cost: \$649,000

Term: June 2017-January 2018

Out Clause: Pay for Work Done with 30 day notice

Person Responsible: Alison Diaz/Alayna Santos

C. Approve Revised 2017-18 Budgets for ECHS, ECMSG, and ECMSI	Vote	Tracy Bondi	5
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D. Approve additional health insurance coverage for employees with dependents - \$100 monthly	Vote	Tracy Bondi	5
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ECS recommends approval of additional health insurance coverage for employees with dependents in 2017-18 with a commitment to do a year long study in order to determine future years' policy on health insurance benefits coverage.

Finance committee reviewed and agrees with the recommendation.

The expected additional cost of this increase was included in the budget revision before you today for approval. Assumed add'l cost per school:

ECHS: \$19k

ECMSG: \$13k

ECMSI: \$10k

E. Approve Revised 2017-18 Budgets for ECHS, ECMSG, and ECMSI	Vote	Tracy Bondi/ Dorothy Lee	5
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F. Approve Investment and Stock Acceptance Policy and to Open a Brokerage Account	Vote	Tracy Bondi	5
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ECS would like to be able to accept stock donations. As such, a stock acceptance policy is recommended as well as approval to move forward with opening an account to accept donations. City National Bank has a low cost option - Ms. Bondi would also like to speak with at least one other institution to compare options.

VIII. Upcoming Dates

A. Next ECS Board Meeting	FYI	Alison Diaz
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B. Next ECS Committee Meetings	FYI	Alison Diaz
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- Governance Committee Meeting on October 4, 2017
- Development Committee Meeting on October 13, 2017
- Facilities Committee Meeting on October 11, 2017
- Academic Excellence Committee on December 11, 2017
- Equity and Diversity Committee Meeting - **TBD**
- Finance Committee Meeting on November 17, 2017 - **TBD**

C. Student Led Tours FYI Alison Diaz

<http://ecsonline.org/tour/>

- Thursday, September 28th at 2PM
- Tuesday, October 10th at 10AM
- Thursday, October 26th at 2PM
- Tuesday, October 7th at 10AM

D. Upcoming Events FYI Alison Diaz

- Career Day ECHS on October 20, 2017
- Harvest Festival & Ribbon Cutting ECMSI on November 4, 2017

IX. Closing Items

A. Adjourn Meeting Vote Ken Deemer 1